



APPENDIX A1
Glossary of Terms





Architectural Program	A document that defines in tabular, narrative, and graphic the size, functional relationships, budget, and mission of a building. The program can be developed independent of the architectural design process and is used by the owner to define the scope of the project and subsequently by the architect to define the spatial and functional requirements.
Construction Documents	The drawings and specifications that are used to solicit bids for the construction of the facility are called “construction documents” that includes the schematic design, design development, and construction drawings of the facility. These documents are used by the contractor and subcontractors to first estimate the cost of construction and secondly to construct the facility.
Net Area	The net area of a room is the square footage within the walls that enclose the space. Net area does not include the wall thickness or the corridors that lead to the room or space. Architects design spaces to the net area, with an allowance for the square footage to accommodate the non-assignable areas such as wall thickness, stairwells, and mechanical shafts.
Departmental Grossing Factor	The departmental grossing factor is a percentage of the net area of a component of the facility that is added to the net space. This percentage or multiplier accounts for the non-assignable space associated with a component of the building. For example, the Clerk’s area could include workstations, files, and public counters, all of which can be defined in terms of net square footage. The non-assignable areas, such as corridors leading to the work stations, are included in the departmental grossing factor.
Building grossing factor	In architectural programming, another multiplier is added to the net and departmental gross square footage to account for exterior wall thickness, fire stairs, elevators and lobbies, and mechanical rooms that serve the entire structure, and not exclusively a department or component of the building. The total size of a building is the addition of the net area, the departmental grossing factor, and the building grossing factor.
Seismic Conditions	A seismic condition is an assessment of the potential for an earthquake. In the preparation of construction documents, the architect is required by building codes to consider the particular seismic zone within which the building will be located and certify that the structure is designed properly to withstand the intensity of the earthquake.
Footprint Size	The area of the ground floor of a building that consumes site area. The term “footprint” refers only to the amount of the site that the building consumes at the ground level, and not the entire square footage of the structure.



Vehicular Sally Port	The enclosed or open, but fenced, structure for securing vehicles while inmates are being transferred into a booking or court holding area.
Kiosks	Free-standing structures that can be located within the lobby of courthouses; outside the facility; and/or remote locations that permit a citizen to access information regarding a case; pay fines; and transmit documents to the Court are becoming more popular as a means of increasing accessibility and convenience to the court without creating volumes of traffic within the courthouse. The kiosk can be equipped for electronic and telephonic communication of information.
Marquee	The marquee is a part of the informational signage of the courthouse, usually located in the main lobby. The display can be electronic or utilize traditional methods to display courtroom assignments, directions, and announcements.
Universal Grids	Technology is changing rapidly in many spaces within the courthouse. The use of “universal grids” is a method of installing cabling either beneath the floor or in the ceiling that can be easily altered to accommodate new equipment or the replacement of outdated cabling systems.
Conduit	Conduit is the actual cables or wires that connect equipment to the source of energy. In a courthouse where technology is constantly changing, the “trays” or “tunnels” that hold the wiring must be easily accessible without serious disruption of the operation.
LCD	The term means “liquid crystal display” and is the display of words and numbers on electronic devices such as computers and flat screen panels.
“Form-giver”	This term refers to the component(s) of a building type that establishes the form or shape of the structure. For example, in a courthouse, the courtrooms establish the basic form of the building.
Voir Dire	The process of selecting the jury panel is called the “voir dire”.
A/E	Architecture & Engineering
HVAC	Heating, Ventilation and Air Conditioning
Catalog Cuts	Leaflets / brochures provided by equipment vendors, including details regarding specifications, etc.